

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE POLICY DIRECTIVE 90-14**

**17 DECEMBER 2010**

***Special Management***

**COMMITTEE MANAGEMENT PROGRAMS**



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This Air Force Policy Directive implements Department of Defense (DoD) Instruction (DoDI) 5105.04, *Department of Defense Federal Advisory Committee Management Program* and DoDI 5105.18, *DoD Intergovernmental and Intragovernmental Committee Management Program*. This Directive establishes Air Force (AF) policy for the establishment, renewal, management, and support of AF-sponsored Federal Advisory Committees (FACs) and establishes the Air Force Federal Advisory Committee Management Program, as well as the Air Force Intergovernmental and Intragovernmental Committee Management Program. This Policy Directive applies to all organizational entities within the Department of the Air Force. Send all recommended changes or comments about this publication to SAF/AAX, 1720 Air Force Pentagon, Washington, DC 20330-1720, [safaax.workflow@pentagon.af.mil](mailto:safaax.workflow@pentagon.af.mil), through appropriate channels, using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of the processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.fcm>.

**SUMMARY OF CHANGES**

This Policy Directive has been revised to change the name and to incorporate the Air Force Intergovernmental and Intragovernmental Committee Management Program.

**1. Background.** Title 5 United States Code (U.S.C.), Appendix, *Federal Advisory Committee Act of 1972* (FACA), as amended, requires that each agency establish uniform guidelines for administering and managing their advisory committees. Guidelines are to be consistent with directives of the General Services Administration (GSA), Committee Management Secretariat

(CMS) and Title 41, Code of Federal Regulations (CFR), Part 102-3 *Federal Advisory Committee Management*. FAC meetings must generally be open to the public unless the subject of the meeting, or a portion thereof, sufficiently justifies closure in accordance with subsection (c) of section 522b, Title 5, U.S.C. (*Government in the Sunshine Act* (GISA)). The aforementioned statutes and regulations are implemented through DoDI 5105.04.

**2. Objectives.** Provide policy and assign responsibilities for the administration and management of AF-supported FACs and Intergovernmental and Intragovernmental Committees.

**3. Policy.**

3.1. AF-supported FACs and committees shall be kept to an absolute minimum. Air Force-supported FACs will only be established, renewed, or terminated with endorsement by the Secretary of the Air Force (SECAF); and approval of the Director, Administration and Management (DA&M) in the Office of the Secretary of Defense (SECDEF).

3.2. Members of and consultants to AF-supported FACs must be endorsed by the SECAF, and approved for appointment or reappointment by the SECDEF on an annual basis, unless otherwise required by law.

3.3. A Designated Federal Officer (DFO) will be appointed to each AF-supported FAC. Alternate DFOs will be appointed as required to assist the primary DFO in overseeing compliance with all applicable federal laws, rules and policies.

3.4. The SECAF or designee will review the advice and recommendations provided by AF-supported Intergovernmental and Intragovernmental Committees and determine which advice and recommendations shall be implemented by the AF.

**4. Responsibilities.**

4.1. The Administrative Assistant to the SECAF (SAF/AA) will:

4.1.1. Implement and manage the AF Committee Management Programs.

4.1.1.1. Designate an AF Group Federal Officer (AF GFO) to assist in overseeing and managing AF-supported FACs.

4.1.1.2. Issue guidance for the administration and management of AF-sponsored FACs.

4.1.1.3. Review and recommend to the DA&M all requests to establish, renew or terminate AF-supported FACs to ensure that the objectives and scope of activities of the advisory committee are and/or remain essential to the AF mission and that the objectives cannot be obtained within existing AF resources.

4.1.1.4. Review and recommend to the SECDEF, as appropriate, all membership and consultant nomination requests for AF-supported FACs on an annual basis.

4.1.1.5. Serve as the decision authority to approve complete or partial closure of meetings to the public of AF-supported FACs. In exercising this authority SAF/AA will review and ensure the stated justification for closure clearly meets the GISA criteria.

4.1.1.6. Determine the level of support to be provided to AF-supported d FACs.

4.1.1.7. Appoint DFOs and Alternate DFOs.

- 4.1.1.8. Have oversight of AF-sponsored FACs to ensure compliance with all FAC-related statutory and regulatory obligations and DoD issuances.
- 4.1.2. Manage and administer the Air Force Intergovernmental and Intragovernmental Committee Management Programs consistent with DODI 5105.18.
  - 4.1.2.1. Review and recommend to the SECAF, as appropriate, the establishment of AF-supported Intergovernmental and Intragovernmental Committees.
  - 4.1.2.2. Recommend termination, unless otherwise prescribed by statute or regulation, of AF-supported Intergovernmental and Intragovernmental Committees when their work has been accomplished, the committee's work or subject matter has become obsolete by the passing of time their functions have been assumed by another Federal Government entity or the cost of operation of the committee exceeds the resulting benefit to the Air Force.
  - 4.1.2.3. Issue operating procedures and provide supplemental guidance as may be required to ensure the efficient operation of AF-supported Intergovernmental and Intragovernmental Committees.
  - 4.1.2.4. Serve as the Air Force Intergovernmental and Intragovernmental Committee Officer (CMO) to provide policy oversight and management of the AF Intergovernmental and Intragovernmental Committee Management Program.
  - 4.1.2.5. Provide, upon request, information to the DA&M or the DoD CMO on AF-supported Intergovernmental and Intragovernmental Committees.
  - 4.1.2.6. Maintain a listing of all AF-supported Intergovernmental and Intragovernmental Committees currently in operation.
  - 4.1.2.7. Submit an annual report to the DoD CMO on the AF-supported Intergovernmental and Intragovernmental Committees whose operation during the previous year exceeded 12 months total operation. At a minimum, this report shall include the committee's name, purpose, membership, recommendations made, and recommendations implemented.
- 4.2. The General Counsel of the Air Force will:
  - 4.2.1. Provide counsel and legal guidance to SAF/AA, the designated AF GFO, and the DFOs, as appropriate, on issues relating to the FACA, the GISA, and 41 CFR Part 102-3 and other regulations, directives, and statutes that impact AF-supported FACs.
  - 4.2.2. Provide guidance, in coordination with the DFO, where appropriate, on issues pertaining to financial conflict-of-interest provisions of DoD 5500.7-R, *The Joint Ethics Regulation*, and related Office of Government Ethics regulations, including the appropriate handling of *Confidential Financial Disclosure Reports* (OGE 450) for members and consultants approved for appointment in accordance with DoDI 5105.04.
  - 4.2.3. Review requests by DFOs of AF-supported FACs to close meetings completely or partially to the public to ensure the stated justification for closure clearly meets GISA criteria and FACA requirements.

**5. Adopted Form:** AF Form 847, *Recommendation for Change of Publication*

MICHAEL B. DONLEY  
Secretary of the Air Force

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 U.S.C., Appendix, *Federal Advisory Committee Act*, as amended  
41 CFR Part 102-3, *Federal Advisory Committee Management; Final Rule*  
5 U.S.C. § 552b, *Government in the Sunshine Act*  
5 U.S.C. § 3109, *Employment of Experts and Consultants; Temporary or Intermittent*  
DoD Instruction 5105.04, *Department of Defense Federal Advisory Committee Management Program*, August 6, 2007  
DoD Instruction 5105.18, *DoD Intergovernmental and Intragovernmental Committee Management Program*, July 10, 2009  
DoD 5500.7-R, *The Joint Ethics Regulation*, November 29, 2007

***Abbreviations and Acronyms***

**AF GFO**—Air Force Group Federal Officer  
**AA**—Administrative Assistant to the SECAF  
**AF**—Air Force  
**CFR**—Code of Federal Regulations  
**CMO**—Committee Management Officer  
**CMS**—Committee Management Secretariat  
**DA&M**—Director, Administration and Management  
**DFO**—Designated Federal Officer  
**DoD**—Department of Defense  
**DoDI**—Department of Defense Instruction  
**FAC**—Federal Advisory Committee  
**FACA**—Federal Advisory Committee Act  
**GFO**—Group Federal Officer  
**GISA**—Government in the Sunshine Act  
**GSA**—General Services Administration  
**OGE**—U.S. Office of Government Ethics  
**SECAF**—Secretary of the Air Force  
**SECDEF**—Secretary of Defense  
**U.S.C.**—United States Code